

CITY OF LEBANON
LEGAL ADVERTISEMENT
CITY OF LEBANON UNIFORM SERVICES
RFP #10-1773

Sealed bids will be received by the City Manager of the City of Lebanon, Ohio at the office of said Manager until 2:00 p.m., on Friday November 19th, 2010, for the **City of Lebanon's Uniform Services Project, Request for Proposals #10-1773**. This project will entail providing and laundering uniform shirts and pants to City employees in the Public Works, Electric, Water / Wastewater, and Custodial departments. The length of the contract shall be for 5-years. Service provider must have experience providing uniform services to other similar sized organizations in the Southwest Ohio area. Contract documents, with additional specifications and requirements, may be obtained from the Office of the City Auditor, City of Lebanon Building, 50 S. Broadway Avenue, Lebanon Ohio 45036 or on the City's website at www.lebanonohio.gov. Questions regarding this project can be directed to the Deputy City Manager at (513) 228-3103.

The City reserves the right to reject any and all bids and to waive any informalities. The City also reserves the right to hold all proposals for 60 days after the opening date, even if not accepted or rejected. All contractors and subcontractors must comply with all EEO requirements.

George P. Clements
City Manager

Advertised: Western Star

November 4, 2010
November 11, 2010

CITY OF LEBANON
UNIFORM SERVICES
RFP #10-1773
NOVEMBER 2010



I. Project Description

The City of Lebanon is seeking proposals for professional services associated with providing and servicing employee uniforms. Services include providing shirts, pants, and jackets and laundering uniforms. Uniforms shall be picked up and delivered to 7 separate City buildings. All inquiries regarding this RFP should be directed to Scott Brunka, Deputy City Manager, at (513) 228-3103 or via email at sbrunka@lebanonohio.gov

II. General

- A. The contracting officer for this project is the City Manager, City of Lebanon, Ohio.
- B. The Contractor shall provide all transportation requirements to perform services.

III. Scope of Work

Professional services will include the following minimum items:

- A. Contractor will provide quality uniforms to meet current requirements. Listed below is the average number of uniforms laundered each week:

Regular Shirts:	143
Electric Dept. Shirts:	66
Regular Pants:	140
Electric Dept. Pants:	66
Jackets:	8

Total employee uniforms to be provided are double the numbers listed above.

- B. Uniforms shall be picked up and laundered uniforms delivered on a weekly basis at the pre-defined drop-off locations. All uniforms delivered shall be in good condition free from disrepair. All uniforms shall have a City of Lebanon patch on the shirts.
- C. Electric Department shirts and pants shall meet the following specifications:

Shirts: Shall be flame-resistant, long sleeve, non-conductive bottom front w/ two breast pockets. Shall meet industry requirements set forth by ASTM F1506, NFPA-70E, and OSHA29 CFR 1910.269.

Pants: Shall be flame-resistant, denim blue with minimal use of conductive parts including rivets, buttons, and zippers.

IV. Proposal Submittal

A. Contractor shall submit 3 copies of a proposal that addresses the following services and cost components:

1. Unit price cost proposal to launder the uniforms listed above on a weekly basis. Unit prices shall be established for each type of clothing and shall include costs to pick-up and deliver uniforms to each building.
2. Identify any set-up fees for new employees and/or any additional service charges for pick-up / delivery or other services not included in the unit pricing.
3. Unit cost to provide a Lebanon City Logo patch on all uniform shirts.
4. Contractor shall inspect and update / replace uniforms on a regular basis as part of this contract.

Contractor shall assume that contract will be for a 5-year period. Contractor shall provide pricing for each year of the contract. The City reserves the right to negotiate a contract of longer length.

B. Provide an overview of the Contractor's experience and competency in providing the services identified in the scope of work. Qualification statement shall include a list of references for similar projects.

C. Provide a certificate of liability insurance in the amount of \$1,000,000 and a valid copy of your workers compensation certificate.

**PROPOSALS ARE DUE AT THE CITY BUILDING, 50 S. BROADWAY AVE.,
BY 2:00 p.m. ON FRIDAY, NOVEMBER 19th.**